

PATROL OFFICER

APPLICANTS MUST HAVE CURRENT TCOLE BASIC PEACE OFFICER CERTIFICATION OR MUST BE IN THE PROCESS OF COMPLETING CERTIFICATION WITHIN THE NEXT THREE (3) MONTHS.

Please complete and transmit the Employment Application. You may type the information on the forms in the Application Packet then print the documents to sign and have notarized (if required on the form). You must have documents notarized **before** returning your Application Packet.

1. [Employment Application](#)
2. [Application Packet](#)

If you are missing some of the required documents listed in the Personal History Statement, please return your completed Employment Application and the forms in the Application Packet along with any documents you have in your possession. You may submit missing documents when they are received.

Completed Application Packets may be returned by email to hrfinance@uctx.gov. If you email your packet, we still need your original application packet. You **MUST** bring your original application packet to turn in at the written exam.

You may also return your original completed Application Packet by mail or deliver to the City of Universal City Municipal Building, 2150 Universal City Blvd, Universal City, TX 78148.

Testing:

Qualified applicants who have returned their completed Employment Application and Application Packet will be notified by phone and/or email when a testing date is set.

Testing Information:

- Written Test (practice test or example of test questions is not available)
- Scenario Test
- Firearms Handling (firearm will be provided)
- Late Arrivals will not be allowed to test
- Business Casual - No jeans, shorts or flips flops please.
- Testing will consist of a written exam, scenario test and firearms handling (doesn't include firing a weapon).
- Testing should take approximately 3-4 hours, depending on the number of applicants that are testing.

BOARD INTERVIEWS: Applicants who pass tests will be scheduled for an interview after testing has been completed.

Job Description

Patrol Officers are responsible for the conduct of routine patrols, preliminary investigations and traffic control duties on an assigned shift. Patrol Officers interact with the general public, public officials, and members of other agencies, for this reason they must always conduct themselves in a professional manner.

Essential Duties and Responsibilities

- Patrols a designated area to direct traffic and to enforce traffic regulations.
- Checks business, houses and other premises for fire, burglary and other disturbances.
- Investigates any suspicious activity.
- Responds to radio and maintains radio contact with dispatcher.
- Makes arrests and issues citations for breaking of laws and ordinances.
- Keeps records and makes reports.
- Testifies in court proceedings when required.
- Lectures on police related matters before schools and may be called for emergency duty at any time.
- Attendance is an essential function of this position.
- Other activities deemed necessary by the Police Chief or Patrol Sergeant.
- The City expects all employees to be customer-service oriented and to work cooperatively and pleasantly with other City employees and with the general public.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Employee(s) are required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments to the employee.

Supervisory Responsibilities

Some technical assistance and supervision may be provided to patrol officers with less experience.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Required Education and/or Experience

High School Diploma or equivalent.

Knowledge, Skills, and Abilities

- Knowledge of police methods, practices and procedures.
- Knowledge of municipal ordinances, people and geographical area of the City.
- Ability to conduct routine patrols to aid citizens.
- Ability to read, interpret and enforce policies, laws and ordinances.
- Ability to speak, read and write the English language.
- Must have excellent interpersonal skills. This position continually requires demonstrated poise, tact, diplomacy and an ability to establish and maintain effective professional relationships with internal and external personnel.
- Ability to make independent judgments and decisions within the framework of the established guidelines are necessary.

Certificates, Licenses, Registrations

- Required: TCOLE Basic Peace Officer Certification (or greater)
- Required: Valid Texas Driver's License

The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands to operate office equipment (including telephone and computer keyboard), reach with hands and arms, drive a vehicle, and talk and hear. The employee frequently is required to use hands to handle weapons and equipment; stand, walk and, occasionally, run; lift a maximum of 50 lbs. Specific vision abilities required by this job include close and distance vision and the ability to adjust focus and identify colors. The employee is required to maintain physical stamina under extreme working conditions.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee has frequent contact with other employees in multiple departments; is required to interact with employees at other agencies and organizations, the general public and citizens of Universal City; and must remain calm and professional in tense, emotionally charged, and stressful situations. The employee may face difficult and stressful situations; and may be required to work under time pressures to meet deadlines, to perform multiple tasks simultaneously, to change tasks frequently, to perform tedious and exacting work, and to work closely with others as part of a team. The noise level in the work environment varies from low to high.

Position Type and Expected Hours of Work

This is a full-time position working eight (8) hour shifts five (5) days per week, but this position's work schedule is subject to change depending on the needs of the City. Employee will be required to work overtime as needed.

Travel

An employee in this position may occasionally be required to drive a vehicle to various meetings, functions, and events; may be required to travel out of town to represent the City at meetings and conferences and for training.

Pre-Employment Testing

If a conditional offer of employment is accepted, employment is contingent upon receiving acceptable results from the pre-employment physical exam, psychological exam (if required), drug/alcohol testing and background investigation.

The City of Universal City is an Equal Opportunity Employer.